

Recommendation 40: Simplification of program form letters be undertaken by the AOIC in consultation with the Officer Supervisor and the head of the Correspondence Unit. (Page 58)

Recommendation 41: Self-adhesive address labels for immigrant and visitor applications be tested in Port of Spain. (Page 59)

Recommendation 43: The Head of Registry address the IMM 8 kit. (Page 62)

D. FACILITIES

Recommendation 44: The Department of Employment and Immigration, in consultation with the Department of External Affairs, establish design criteria for the layout of Immigration offices. (Page 65)

Recommendation 46: The post consider the creation of a separate dehumidified room to house the Immigration photocopier if representations to the service company fail to improve operation of the photocopier. (Page 66)